



STANDARDS OF APPRENTICESHIP
adopted by

**INTERNATIONAL UNION OF ELEVATOR CONSTRUCTORS, LOCAL 19 -
NATIONAL ELEVATOR INDUSTRY EDUCATIONAL PROGRAM**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
ELEVATOR CONSTRUCTOR MECHANIC		825.361-010	6800 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
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INTERNATIONAL UNION OF ELEVATOR CONSTRUCTORS, LOCAL 19 -
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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The geographical area covered shall be the State of Washington except for Clark, Skamania, Klickitat, Cowlitz, and Wahkiakum counties.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **All applicants shall be at least eighteen (18) years of age.**
- Education: **Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completing of the GED Tests (test of General Education Development). Each applicant shall submit, with the completed application, a high school transcript or an official report of GED test results.**
- Physical: **Must be physically fit to perform the duties of the trade.**
- Testing: **All applicants shall pass an examination designed to test the applicants reading and math skills and aptitude for employment in the elevator industry.**
- Other: **Submit a copy of a valid Washington State driver's license at time of application.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. The employer shall select apprentices from a pool of applicants created in the manner set forth below.**
 - a. Contractors covered by Executive Order 11246 may elect to select apprentices in accordance with the provisions, goals, and timetables of**

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their current affirmative action plan, provided that such plan is currently approved by the OFCCP and a copy of such plan is on file with the JAC.

- b. Contractors electing not to follow paragraph (a) above shall select their apprentices from a pool of applicants created in the manner set forth below.

(1) APPLICANT POOL

- (a) **Applications:** Applications will be accepted once the JAC determines a need and determines the approximate number of apprentices necessary to fill the projected employment needs of the employer.
- (b) Every person requesting an application shall be recorded on the applicant log and shall be furnished an application package which will include:
 - 1) Apprenticeship Application
 - 2) Information relating to work in the trade as an apprentice.
- (c) Individuals receiving applicant packages shall return the complete information, including copies of the applicant's birth certificate, high school diploma or G.E.D. in no more than sixty days. Any individual who fails to return the information after sixty days shall be noted on the applicant log as being ineligible for consideration at this time.
- (d) Any individual who meets the eligibility requirements and who returns a completed package within sixty days of its receipt shall be considered an applicant and eligible for testing and interview.
- (e) Notices shall also be sent to applicants who have previously been interviewed and ranked, advising them of the opportunity to re-interview, provided they can demonstrate tangible evidence of activities which have enhanced their qualifications for the job.
- (f) In the event any applicant fails to respond to said notices, they shall be removed from the pool of applicants and notation of such shall be made on the applicant log.

(2) TESTING AND INTERVIEWING AND PRE-QUALIFICATIONS

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- (a) All applicants shall be given an examination designed to test the applicant's reading and math skills and aptitude for employment in the elevator industry, which shall be scored on a pass/fail basis. A score of 70% is the minimum passing grade. Applicants not passing the test will not be interviewed and will be removed from the pool of applicants.
- (b) Applicants passing the test shall be eligible to be interviewed, consistent with the JAC's projected employment needs.
- (c) Interviews shall be conducted by committee consisting of at least two individuals, one from the employer and one from the IUEC.
- (d) Each interview session shall be scheduled to provide time to adequately cover each interview grading area.
- (e) The interview committee shall have in its possession for review with regard to each applicant: an application form, high school diploma or G.E.D. Certificate and proof of age.
- (f) After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the applicant as an individual and about the applicant's capacity to participate in apprenticeship.
- (g) Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, and motivation.
- (h) Answers to questions must be recorded during the interview to produce a record for the applicant's file.
- (i) All applicants must be asked the same questions.
- (j) Applicants scoring 69 points and below will not be considered for apprenticeship.
- (k) The JAC shall notify, via certified mail, all individuals interviewed of the results of the interview, including their score and ranking. The individuals interviewed shall be placed into four tiers based upon their composite score as follows:

Tier 1	96 - 100 points
Tier 2	90 - 95 points
Tier 3	80 - 89 points

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Tier 4 70 - 79 points

Placement Process

- 1) Unemployed apprentices will be placed prior to selecting new apprentices, according to program policy.**
- 2) Applicant will be placed in order of their rank in the pool of eligibles according to the following procedure:**
 - a) Employers may select any applicant in descending order from Tier 1 until this tier is exhausted.**
 - b) When Tier 1 is exhausted, employers may select any applicant in descending order from Tier 2 until this tier is exhausted.**
 - c) When Tier 2 is exhausted, employers may select any applicant in descending order from Tier 3 until this tier is exhausted.**
 - d) When Tier 3 is exhausted, employers may select any applicant in descending order from Tier 4 until this tier is exhausted.**

- (l) Applicants not selected shall remain on the ranked list for a period of two years.**
- (m) Final approval or rejection of an application submitted will be made by JAC which will review the applicant's eligibility for entry into the Program and the availability of apprentices and mechanics in the applicant's geographic area. If the application is rejected, the applicant will be notified of the rejection and the reason therefore, by certified mail and return receipt requested, by the JAC.**
- (n) Upon selection, Pass a valid drug test. (Paid for by employer)**
- (o) Consent to a post offer pre-hire medical exam.**

(3) EXCEPTIONS:

For those contractors seeking to employ apprentices on projects covered by a regulatory agency set aside, selection may be made outside of tier order if necessary to meet the goals and timetables established for apprentices by the contracting agency bid specifications for affirmative action purposes. A copy of the bid specifications dealing with the set aside shall be submitted and retained by the committee.

An individual who signs an authorization card during an organizing effort wherein more than 50 percent of the employees have signed,

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whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the committee and registered at the appropriate period of apprenticeship based upon previous work experience and related training provided they meet current minimum qualifications.

B. Equal Employment Opportunity Plan:

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JAC pledges to the procedures and methods covered in this section.

The JAC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

- 1. Every six months, the JAC will send to community outreach organizations and facilities, which can assist in securing, qualified minority and female applicants, throughout the area of the country covered by the Apprenticeship Standards.**
- 2. Announcement of apprenticeship opportunities and information concerning signatory contractors operating within the outreach organizations' geographical area.**
- 3. In addition to the notifications to minority group and female referral organizations, the JAC will cause to be notified semiannually the following:**
 - a. The Bureau of Apprenticeship and Training (BAT) and the State Apprenticeship Council (SAC) (if applicable) representatives serving the program.**
 - b. State Employment Service offices.**
 - c. Minority owned newspapers.**
- 4. The employer may take additional affirmative actions such as participation in workshops for school and employment service counselors, and cooperating and consulting with secondary and vocational administrators on the transition of students from school to apprenticeship openings.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

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IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall consist of 6800 hours of reasonably continuous employment. Apprentices are advanced after completing a minimum of 1700 hours a year of on the job training and recommended hours of related instruction as prescribed by the bargaining agreement.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period shall be a period totaling six (6) months within the aggregated period of not more than nine (9) months of on the job training (employment as an apprentice).

Probationary apprentices shall advance from the fifty (50) percent wage rate to the first year apprentice's wage upon completion of six (6) months in the elevator industry provided such probationary apprentices have worked a minimum of one hundred (100) hours in each thirty (3) day period during the six (6) months. A month shall be deemed worked when the probationary apprentice completes one hundred (100) hours in any thirty (30) day period.

The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports from the apprentice's employer or employers, a complete record of attendance and grades in related instruction, and any disciplinary action taken during the probationary

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period. Any probationary apprentice considered to be unsatisfactory after a review of the probationary records shall have his or her Apprenticeship Agreement canceled before the expiration of the probationary period, and the Registration Agency will be so notified.

Each probationary apprentice evaluated as satisfactory after a review of the probationary records shall be given full credit for the probationary period and continued in the program.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentice to journey-level worker shall not exceed one (1) apprentice to one (1) journey-level worker regularly employed on the jobsite. The employer, or the person designated by the employer such as the superintendent, foreman, or mechanic, shall be responsible for the training of the apprentice on the job. Apprentices shall be under the general supervision of the employer and under the direct supervision of the mechanic to whom they are assigned.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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Step	Number of hours/months	Percentage of journey-level rate	Remarks
1	1000 - 1500 hours / 6 to 9 months	50%	Probationary Apprentice
2	1000 - 1700 hours minimum	55%	1st year Apprentice
3	1701 - 3400 hours minimum	65%	2nd year Apprentice
4	3401 - 5100 hours minimum	70%	3rd year Apprentice
5	5101 - 6800 hours minimum	80%	4th year Apprentice

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. ELEVATOR CONSTRUCTOR MECHANIC APPROXIMATE HOURS

1. Construction/Modernization.....2300

a. Safety

- (1) Identify job hazards**
- (2) What proper safety equipment to wear and use**
- (3) Common-sense safety around elevators and escalators**
- (4) Fundamentals of first aid and MSDS information**
- (5) Avoiding electric shock, GFCI's**
- (6) Codes that apply to the elevator industry**

b. Print Reading

- (1) Read prints**
- (2) Survey the hoistway for new installation and modernization**
- (3) Convert to meter equivalents**

c. Handling Materials & Tools: Rigging & Hoisting

- (1) Safety Procedures**
- (2) Properly handle and store elevator/escalator equipment**
- (3) Tie and identify knots, bends and hitches**
- (4) Safety procedures for hoisting heavy equipment**
- (5) Building a safe working platform & scaffolding**
- (6) Use all safety devices**

e. Pit Structures

- (1) Safety Procedures**
- (2) Introduction to the pit components and their purpose**
- (3) Install pit equipment: buffers, compensating sheaves, compensating ropes and chains**
- (4) Testing of pit equipment for proper operation**

f. Guide Rails

- (1) Safety Procedures**
- (2) Prepare rails and rail runs**

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- (3) Build templates, drop lines and plumb hoistways of single, multiple or corner post installations
 - (4) Install guide rails
 - (5) Use a rail gauge and align rails
- g. Machine Room, Escalator & Overhead Installations**
 - (1) Safety Procedures
 - (2) Layout and properly align & set equipment
 - (3) Properly align sheaves, tracks and gears
 - (4) Offset roping
 - (5) Calibrate and test
 - (6) Proper inspection and maintenance procedures for the equipment
- h. Car & Counterweight Assembly & Roping**
 - (1) Safety Procedures
 - (2) Assemble car and counterweight sling
 - (3) Why elevators use counterweights
 - (4) Proper handling & storage of wire ropes
 - (5) Plan a rope run and learn other methods of installing and reroping
- i. Wiring Installation**
 - (1) Safety Procedures
 - (2) Terminology for various tools and electrical equipment
 - (3) Plan and install raceway and conduit
 - (4) Bend conduit
 - (5) Plan wiring and pulling wires safely and efficiently
 - (6) Accurately prepare and install traveling cables
 - (7) Bonding and grounding equipment
 - (8) Prepare the elevator/escalator for running operation
- j. Door Installation**
 - (1) Safety Procedures
 - (2) Proper terminology for doors and relating equipment
 - (3) Install car and hoistway entrances and door equipment accurately
 - (4) Install & adjust elevator doors, gates for passenger, freight & dumbwaiter
- k. Hydraulics**
 - (1) Safety Procedures
 - (2) Drill a hole for a hydraulic jack
 - (3) Properly install and plumb the casing & jack with specific tools

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- (4) Layout a pipe run and connections to power unit and jack
 - (5) Hydraulic theory and valve operation
 - (6) Adjust the valves for proper operation
 - (7) Troubleshoot and isolate system problems
2. Service/Repair/Modernization/Construction3500
- a. Basic Wiring/Electricity
 - (1) Procedures for working safely with electricity
 - (2) Principle on which all electrical concepts are based
 - (3) What is electricity and where does it come from?
 - b. Solid State Electronics/Relay Logic
 - (1) Safety Procedures
 - (2) Terminology and safety equipment used on electronic devices
 - (3) Binary & hexadecimal systems are related to digital circuitry
 - (4) Capacitors and capacitance are used on elevator equipment
 - (5) Inductance and inductors are used in circuits
 - (6) How a semi-conductor works
 - (7) Diode, zener diodes, photodiodes and light emitting diodes
 - (8) Understanding transistors and how they operate
 - (9) How SCR's are operated and used in elevator circuits
 - (10) Various digital gates and their function
 - (11) The functions of integrated power supplies
 - (12) Different configurations and uses of the Op Amp
 - (13) Relay logic
 - c. Circuit Tracing/Relay Logic
 - (1) Safety Procedures
 - (2) Read a wiring diagram symbol and apply it to the equipment on the job
 - (3) Sequence of operation of individual circuits such as starting, stopping car and hall call cancellation and direction selection
 - (4) Troubleshoot particular circuits that are malfunctioning
 - (5) Locate and repair electrical problems such as ground, opens, defective contacts and coils
 - (6) Troubleshoot electrical problems with confidence
3. General Repair/Modernization.....1000

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- a. **Reroping, Recabbling**
 - (1) **Safety Procedures**
 - (2) **Inspecting for defective rope, selector tape & cable**
 - (3) **Staging and routing ropes, tapes & cables**
 - (4) **Shackling and socketing**

- b. **Door Operator & Relating Equipment**
 - (1) **Safety Procedures**
 - (2) **Passenger & freight door, gate repairs and replacements**
 - (3) **Door Operators, repair, replace and adjustments**
 - (4) **Door protective devices and troubleshooting**

- c. **Traveling Cable**
 - (1) **Safety Procedures**
 - (2) **Repair and replacement of traveler in existing hoistways**

- d. **Motors, Generators, Bearing, Sheaves, Drivers**
 - (1) **Safety Procedures**
 - (2) **Cleaning and lubrication**
 - (3) **Testing and replacing motors, generators, bearing, sheaves, and drivers**
 - (4) **Turn and undercut a commutator**
 - (5) **Test shunt and series field coils**
 - (6) **Learn how to check bearings and replace**

- e. **Escalators, Moving Walks & Similar Equipment**
 - (1) **Safety Procedures**
 - (2) **Repair/replace equipment**
 - (3) **Clean and lubricate**
 - (4) **Maintenance on equipment**

Total Hours:

6800

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☐ () State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust: **National Elevator Industry Educational Program**
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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A related/supplemental instruction school year is defined by the committee as being September to September.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

NONE

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

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Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
1st quarter: January through March, by April 10

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2nd quarter: April through June, by July 10
3rd quarter: July through September, by October 10
4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

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4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

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E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A quorum for the transaction of business must consist of at least two (2) employer and two (2) employee representatives.

Program type administered by the committee: **Group Joint**

Committee members will be removed for inactivity or failure to abide by the policies and procedures of this committee. A member who fails to attend three (3) consecutive committee meetings will be deemed inactive.

The employer representatives shall be:

**Jim Carroll, Chairman
506 7th Avenue South
Kirkland, WA 98033**

**Dan Lundberg
3325 S. 116th St. Suite 109
Tukwila, WA 98168**

**Kelly Houlihan
13035 Gateway Drive #157
Seattle, WA 98168**

**Scott Sandvigen
15413 NE 95th Street
Redmond, WA 98052**

The employee representatives shall be:

**James K. Bender II, Secretary
2112 Thorndyke Avenue West
Seattle, WA 98155**

**Steve Wood
2112 Thorndyke Avenue West
Seattle, WA 98155**

**Charles Val
2112 Thorndyke Avenue West
Seattle, WA 98155**

**Darrel Herberg
2112 Thorndyke Avenue West
Seattle, WA 98155**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Earl Baker, Coordinator
5418 South 27th Street, Suite 3
Omaha, NE 68107